

# Filming on the Highway - Terms and Conditions

## TERMS AND CONDITIONS

1. Applications for filming on the highway must be received with the following notice before the date on which the filming is due to take place:
  - 2 working days' notice will be required for small applications with cast and crew under 5 people with a hand held camera.
  - 10 working days' notice will be required for issuing filming permit.
  - 20 working days' notice will be required for any traffic management requests.
2. Filming / Recording days are as specified on the initial application form and agreed with the Local Transportation Service. The permission is personal to the applicant company and is not assignable.
3. Surrey County Council reserves the right to cancel the permission due to a critical event or occurrence.
4. 48 hours' notice must be given if it becomes necessary to amend the agreed dates.
5. Public safety and alternative pedestrian routes must be maintained at all times.
6. Provide a risk assessment for each location where equipment is placed on the highway.
7. A full hazard assessment of the location is to be carried out and published in the call sheet. Failure to carry out such an assessment or to implement it may be a breach of the Health and Safety at Work Act 1974.
8. Crew members working on the highway must wear high-visibility clothing to standard EN471. This is an essential safety requirement under the New Roads and Street Works Act 1991. It is an offence not to comply.
9. Any traffic control must be determined by full consultation with the appropriate highways officer.
10. Lights must be placed in such a way that they do not dazzle motorists or pose, in any other way, a hazard to the general public.
11. Lighting, cables and other equipment must not cause a hazard to the public.
12. Agreement by District / Borough Council(s) and Surrey Police for parking and traffic control must be obtained.
13. Agreement by emergency Services must be obtained for the following activities used on the highway:
  - Special Effects (Fire Service and Police).
  - Use of replica firearms (Police).
  - Impersonation of a member of the emergency services (fire, Police and Ambulance).
14. Emergency access must be maintained at all times during set up and filming.

15. The County Council requires evidence that the company has Third Party Insurance cover from a reputable company for the purpose of filming / recording on the public highway. This must indemnify the highway authority (Surrey CC) against all claims for injury, damage or loss to users of the public highway, arising from the use of the highway for the permitted purpose. The minimum level of indemnity must be £10 million in respect of any one incident. The company must indemnify Surrey County Council against the loss or damage to any of their property or any loss, or injury, which arises out of the granting of permission.
16. Local residents and businesses must not be subjected to any detrimental effects (e.g. noise, unsocial hours).
17. The area should be returned to normal use and to Council's set standards.